Commissioning - Sample Table of Contents for the Systems Manual¹ Section 019113-9.1

I. Facility Level

- A. Executive Summary
 - 1. Facility Description
 - 2. Facility Capabilities and Limitations
 - 3. Involved Parties
- B. Owner's Project Requirements
- C. Basis of Design
- D. Construction Record Documents and Specifications (not included in specific systems sections)
- E. Approved Submittals (not included in specific systems sections)
- F. Facility Operating Procedures
 - 1. Normal Mode of Operation
 - 2. Abnormal Mode of Operation
 - 3. Emergency Mode of Operation
- G. Recommended Operational Record Keeping Procedures
 - 1. Sample Forms
 - 2. Trend Logs
 - 3. Other
- H. Maintenance Procedures, Schedules, and Recommendations
 - 1. Manufacturers' Recommended Maintenance Procedures
 - 2. Maintenance Schedule
- I. On-Going Optimization
 - 1. Periodic Benchmarking Schedule
 - 2. Owner's Project Requirements Maintenance Procedures
 - 3. Basis of Design Document Maintenance Procedures
- J. Training Records (not included in specific systems sections)
- K. Attachments
 - 1. Commissioning Documents Index
 - 2. Document Storage Locations

II. XXX System/Assembly

- A. Executive Summary (XXX System/Assembly)
 - 1. System/Assembly Description
 - 2. System/Assembly Capabilities and Limitations
 - 3. Involved Parties

- B. Owner's Project Requirements (XXX System/Assembly)
- C. Basis of Design (XXX System/Assembly)
- D. Construction Record Documents and Specifications (XXX System/Assembly)
- E. Approved Submittals (XXX System/Assembly)
- F. General Operating Procedures (XXX System/Assembly)
 - 1. Normal Mode of Operation
 - 2. Abnormal Mode of Operation
 - 3. Emergency Mode of Operation
- G. Recommended Operational Record Keeping Procedures (XXX System/Assembly)
 - 1. Sample Forms
 - 2. Trend Logs
 - 3. Other
- H. Maintenance Procedures, Schedules, and Recommendations (XXX System/Assembly)
 - 1. Manufacturers' Recommended Maintenance Procedures
 - 2. Maintenance Schedule
- I. On-Going Optimization (XXX System/Assembly)
 - 1. Periodic Benchmarking Schedule
 - 2. Owner's Project Requirements Maintenance Procedures
 - 3. Basis of Design Document Maintenance Procedures
- J. Operations and Maintenance Manuals (XXX System/Assembly)
 - 1. Manufacturer's Printed Operations and Maintenance Manuals
 - 2. Parts and Spare Parts List
 - 3. Troubleshooting Guide
 - 4. 1-line Diagrams
- K. Training Records (XXX System/Assembly)
- L. Commissioning Report (XXX System/Assembly)
 - 1. Test Procedures
 - 2. Test Results
 - 3. Blank Test Forms

¹ Adapted from: ASHRAE. 2004. ASHRAE Guideline 0 – The Commissioning Process. American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. Atlanta, GA.